

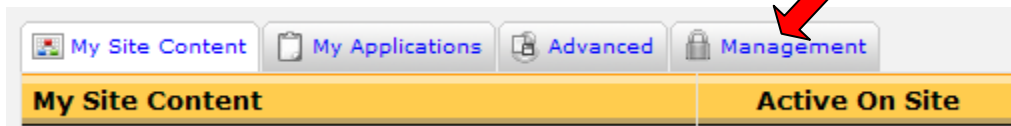


Creating your Classroom Web Page

Logging in:

- 1) www.vusd.org/staff
- 2) Enter First Name, Last Name, and Password (from email)

Personalize



- 1) Change the Password: Management → User Options → **Login Info** Tab
 - a. Choose a password to protect your website
 - b. Type in the password, twice
 - c. Save your changes

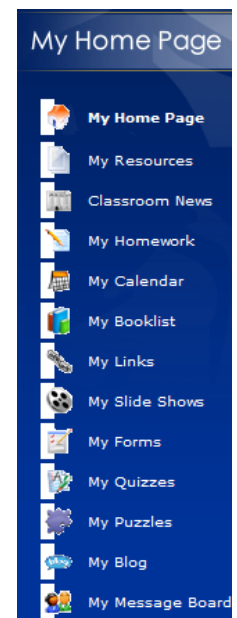
- 2) Set Contact Info: Management → User Options → **Contact Info** Tab
 - a. Type in School Email Address
 - b. Show Email on Site? Yes
 - c. Friendly Website Name: Title of Website (Top banner on website homepage)
 - d. Save your changes

Mr. Lucas' Science Class

- 3) Set your Site Options: Management → User Options → **Site Options** Tab
 - a. Use Icons: Turns on/off the icons located on the side navigation menu.
 - b. Location: Choose your school site
 - c. Page Design: your choice (Default Design is your school site theme)
 - d. Your Web Site: check the box so that your website is visible to parents and students.
 - e. Save your changes

- 4) Activate/Deactivate pages/tools: Main Menu → Sort Web Site
 - a. Hide the Applications you will not be using by un-checking them.
 - b. You can also change the order they appear in by changing the number.

	My Home Page index.cfm	YES	1.00
	My Resources resources.cfm	<input checked="" type="checkbox"/>	2.00
	Classroom News news.cfm	<input checked="" type="checkbox"/>	3.00
	My Homework	<input type="checkbox"/>	4.00



Create your Front Door

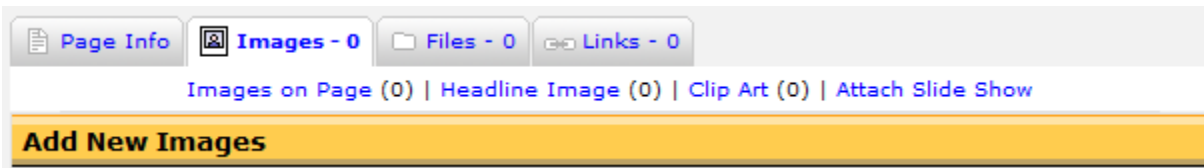
- 1) My Site Content Tab: → My Home Page
- 2) Rename *Navigation Title*(Changes Left Menu Label) and *Page Title* (can be left blank)
- 3) In text area, write a welcome/introduction message – note formatting options



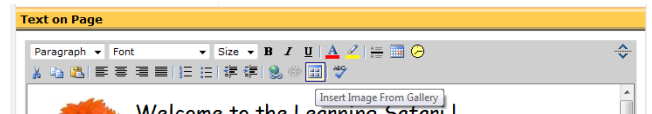
and **advanced** formatting options (undo button, tables)



- 4) Scroll to bottom → **SAVE**; scroll back to top → View Page or View Site
[HINT: if using IE 7, hold the control key to open the page or site in a **new tab** – easy to toggle back and forth between “working” mode and “finished” mode – remember to **refresh** each time you return to “finished” mode]

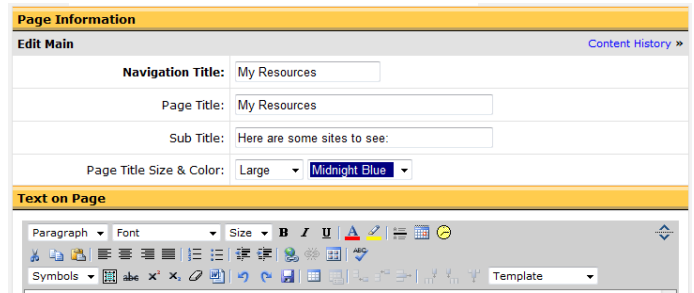
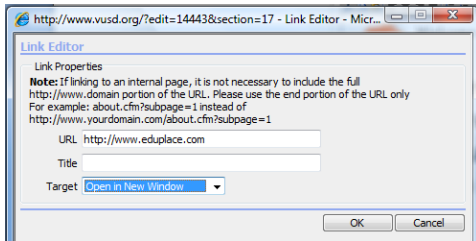


- 5) Add image to page
 - a. **Insert image into text area** → place cursor where you want the image → Insert image from gallery → Browse → Upload → choose Image Properties → Insert (**Note**: image **will** be kept in the gallery for future use) **SAVE**
 - b. **Images Tab** → Browse; caption if desired; select layout and size options; **SAVE** [**Note**: image is associated with that page only, is not saved in a gallery for future use]
 - c. **Headline Image** link → note size recommendations → Browse, **SAVE** [Displays at very top of page]
 - d. **Clip Art** link → select from pre-loaded clip art images; note default placement
 - e. Exit to **Main Menu** or **Site Map** → edit **My Resources**



Add to Resources Page

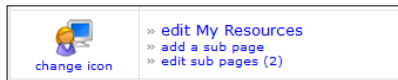
- 1) Complete page information (note same toolbars as Home page)
- 2) Type the name of an often-used resource and add hyperlink; example:



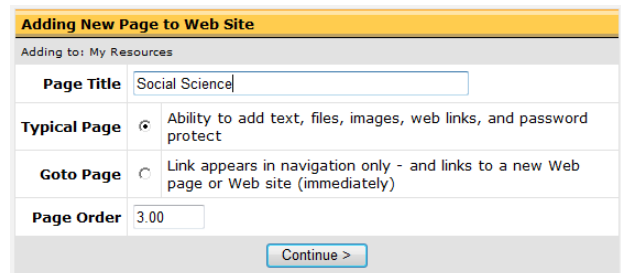
- 3) Link to a file → Files tab → Browse → Assign Friendly File Name → optional description → SAVE; View page [**Note:** placement of file and associated link; file will be associated with that page, not saved in a gallery]
- 4) Link to a Referenced file → Files tab → Referenced Files link → browse to School or Department → locate file → check mark → SAVE; View page [**Note:** placement of file and associated link; file will be associated with that page, not saved in a gallery]

Create Sub-Pages

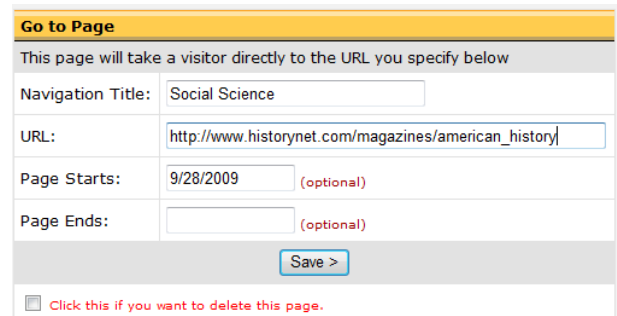
- 1) From Main Menu, My Resources section, select **Add a Sub Page** link; assign name, choose “typical”;



Edit page in the same way as Home page;
add images, files, hyperlinks, etc;
SAVE

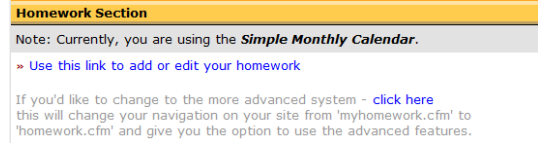
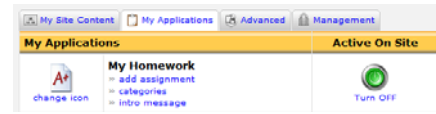


- 2) Link to a “outside” web page:
select Add a Sub Page link → assign name → choose “Go To” page → insert URL → choose start/end time → SAVE
HINT: Use a separate browser tab or window to browse for URLs as needed



Post Homework

- 1) From Main Menu → My Applications tab → My Homework application → **intro message** if desired → SAVE
- 2) Add Assignment → Recommend for Elementary: **Simple Monthly Calendar**; choose whether to show on Main Calendar
- 3) Use link to add homework → select month and date → type for each assignment → SAVE



Maintain Class Calendar

- 1) From Main Menu → My Applications tab → My Calendar
- 2) Select options from: intro message, posting options, mirror district, categories
- 3) Add event → SAVE
- 4) Add hyperlinks, images, files as desired

Create a List of Helpful Links

- 1) From Main Menu → My Applications tab → My Links
- 2) Select Options from: intro message, categories
- 3) Add links → SAVE **HINT:** Use a separate browser tab or window to browse for URLs as needed

Create Slide Shows

- 1) From Main Menu → My Applications tab → My Slide Shows
- 2) Select Options from: intro message, categories
- 3) Add Slide Show → complete slide show info
- 4) Browse → Add photos three at a time, or bulk upload a bulk file → SAVE
- 5) **NOTE:** Slide Shows will be saved in a “gallery” and are available to place on any editable (Site Content) page using the Images tab

Other Applications to Try:

- Booklist
- Forms
- Puzzles
- Blogs
- Polls
- Quizzes
- Message Board